

**MCHENRY COUNTY COLLEGE**  
**Online Course Observation Form**

Instructor: \_\_\_\_\_

Dates: \_\_\_\_\_

Class/Lab: \_\_\_\_\_

Observer: \_\_\_\_\_

**I. General Information**

The purpose of this observation is two-fold: To recognize positive performance and to identify areas for improvement.

For each of the general categories listed, you are encouraged to provide feedback in several ways:

A. Rating any/all specific indicators/descriptors which apply to your observation, using the following:

- + = Observed/Done well
- = Observed/Needs discussion
- 0 = Not observed/No Discussion Needed
- Ø = Not Observed/Needs Discussion

B. Marking (X) at a point on the Rating Scale provided for each category which best reflects your overall conclusion.

C. Providing narrative commentary designed to reinforce, clarify or otherwise relate to your observation.

## II. Facilitation Areas

### **ORGANIZATION**

- Provides an overview of what is planned for the section or unit.
- Relates topics to previous topics covered in the course.
- Create opportunities for main points to be summarized or revisited periodically.
- Points out relationships between ideas.
- Gives more than one example of a concept.
- Uses a variety of pedagogies in the online environment to address students' various learning styles.
- Encourages students to stay on schedule.
- Utilizes a comprehensive vocabulary.
- Uses illustrative materials and teaching aids.
- Demonstrates sensitivity to response of students.
- Hybrid Course: Relates classroom to online activities.*
- \_\_\_\_\_

#### Rating Scale for Organization



Commentary: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **SCHOLARSHIP**

- Includes fundamental principles, generalizations, and theories.
- Shows application and relation of theory to practice.
- Offers more than one point of view.
- Ensures that details rather than just generalizations are addressed.
- Presents information from related fields and related topics.
- Emphasizes ways of solving problems rather than solutions.
- Demonstrates evidence of current research/knowledge in the content area.
- \_\_\_\_\_

#### Rating Scale for Scholarship:

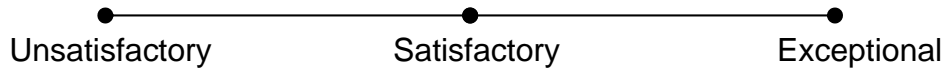


Commentary: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CLASSROOM RELATIONSHIPS**

- Responds to students' questions in a timely and professional manner.
- Includes material relevant to student interest.
- Makes clear his/her own way of considering ideas/attacking problems.
- Uses humor, when appropriate.
- Demonstrates social skills.
- Provides opportunities and articulates expectations for student participation.
- Provides clear timelines for students.
- Encourages comments and questions.
- Offers forum for open questions and answers.
- Answers questions clearly and fully.
- Makes certain material/answers to questions are understood.
- Relates student comments to one another.
- Refers to student ideas.
- Uses student comments/questions to introduce new material.
- Hybrid Course: Calls student by name.*
- \_\_\_\_\_.

Rating Scale for Presentation:



Commentary:

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## FOLLOW-UP CONFERENCE SUMMARY

### I. Areas of Strengths:

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### II. Areas for Improvement:

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### III. Conference Verification:

This observation was discussed with me on: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_

Observer's Signature: \_\_\_\_\_

Title: \_\_\_\_\_